

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
May 1, 2009

The Human Resource Directors Advisory Committee convened on May 1, 2009 at 9:30 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked that each person state their name and their university or agency affiliation.

The following persons were in attendance at the meeting: Seth Hosick, Chicago State University; Sandy Bowman, Eastern Illinois University; Deb Stone, University of Illinois Urbana/Champaign; Elyne Cole, University of Illinois Urbana/Champaign; Robbie Witt, University of Illinois Urbana/Champaign; Leslie Arvan, University of Illinois Urbana/Champaign; Eric Smith, University of Illinois Administration; Greg Crook, Southern Illinois University Edwardsville; Andrew Lenhardt, Southern Illinois University Edwardsville; Len Grinstead, Illinois State University; Ira Schoenwald, Illinois State University; Pulchratia Kinney-Smith, Governors State University; Peggy Podlasek, Illinois Board of Higher Education; Stuart Clauson, Western Illinois University; Pam Bowman, Western Illinois University; Jo Woodard, University of Illinois DSCC; Kathy Blackwell, Southern Illinois University Carbondale; Kay Titchenal, Southern Illinois University School of Medicine; Alicia Lowery, University of Illinois Urbana/Champaign; and Maureen Parks, University of Illinois Administration.

The following persons were in attendance via teleconference: Celeste Latham, Northern Illinois University; Rhonda Wybourn, Northern Illinois University; Wes Weisenburn, University of Illinois Springfield; Mark Owens, University of Illinois Springfield; Mirta Mendez, University of Illinois Chicago; Vicki Baba, Illinois Student Assistance Commission; Anniese Lemond, University of Illinois Chicago.

The following persons were in attendance via video conference: Jack Croffoot, University of Illinois School of Medicine Rockford.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Jeff Brownfield, Assistant Director of Operations Division; Mary Follmer, Assistant Director, Legal Services; Cindy Neitzel, Audit and Advisory Services Manager; and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) **Discussion of Proposed Procedure Revision – Classification Procedures Manual, Section 1-Classification/Examination Development**

At their last meeting, the Committee was provided a draft of a comprehensive new procedural revision attempting to capture the current classification specification and examination development process. There was a concern that the form should more clearly indicate that any new submission for class/exam changes be communicated to the human resource offices as part of any formal proposal submitted. The University System Office incorporated this notification protocol into the form contained in this procedure. There were no additional issues or questions. *The Committee was informed that this revised draft of these procedures would be presented to the Merit Board for their approval at the May meeting.*

2) **Update on Proposed Rule Revision**

- **Section 250.70(d) and (e), Trainee/Learner Appointments**
- **Section 250.110(b), Leave of Absence**
- **Section 250.110(e), Discharge**
- **Section 250.60, Eligible Registers**

A final consolidated version of a rule change incorporating the specific changes to the above-referenced sections was created and distributed to the Committee at their last meeting. The University System Office informed the Committee that this consolidated rule revision was sent to the Secretary of State for publication in the Illinois Register for the First Notice Period which ended on April 26, 2009. Minor amendments, as suggested after a review by the staff of the Joint Committee on Administrative Rules, have been incorporated throughout the proposed rule. *The Committee was informed that this comprehensive rule revision, with the JCAR amendments, would be presented to the Merit Board, at their May meeting, for their approval to be submitted to JCAR for the 2nd notice period.*

3) **Pilot Program**

Prior to its November meeting, some Committee members had been contacted by the System Office suggesting that the Committee gather information on the use of the Pilot Program by system employers. Ira Shoenwald and Maureen Parks informed the Committee that a survey had been prepared and sent to each institution asking for their input on a variety of questions surrounding this program. Very limited information had been obtained from the survey. Survey results were not made available, however an executive summary was presented by Maureen Parks, which offered some comments on the Program. The Committee decided to form a sub-committee that will specifically review the details of the Pilot Program, outlining advantages and issues, and offering some ideas on future development of this program. *The sub-committee members will be forwarded information regarding the specific components of this Pilot Program and will then formulate a course of action in their analysis and presentation to the full HRDAC.* Members of the sub-committee include:

Alicia Lowery, UIUC
Robbie Witt, UIUC
Sandy Bowman, EIU
Terrin Krantz, SURS
Mirta Mendez, UIC

Jami Painter, UI
Maureen Parks, UI
Kathy Blackwell, SIUC
Kay Titchenal, SIUSOM
Len Grinstead, ISU

Annieste Lemond, UIC
Andrew Lenhardt, SIUE
Jack Croffoot, UICSOMR
Pulchratia Kinney-Smith, GSU
Gene Massey, NIU

Mark Owens, UIS
Charlie Grijalva, CSU
Stuart Clauson, WIU
Jodi Tyrrell, NIU
Rose Miller, NIU

4) **Development of Topics for Discussion**

The Committee was asked to offer some new topics for discussions, and how they should present these through this forum. One idea was to look back at a document that was presented to the HRDAC in 2006 entitled 'Civil Service Reform Recommendations'. While many of the topics referenced in this document have been acted on, some members believed that other topics contained in this document deserve further conversation and consideration. Of particular concern to the System Office was the somewhat outdated presentation and negative connotations associated with the construction of this document and the implications regarding the need for reform and how civil service protocols were a hindrance to campus operations. This is inconsistent with the true spirit of collaboration that this group is attempting to convey. *The System Office offered to review this document and update it with specific information on actions taken regarding each topic which will then be presented at the next HRDAC meeting.*

5) **Discussion on Committee Format and Communications**

There was some minor discussion among the Committee regarding the establishment of the HRDAC, its reporting and communication to the Merit Board, and the role of the University System Office in its organization and leadership. The HRDAC was established by the Executive Director of the State Universities Civil Service System some time ago. The Executive Director of the University System has always chaired this Committee and, historically, has always maintained the primary leadership role in calling meetings, seeking input, and formally communicating activities with the Merit Board. At the last meeting of the HRDAC, it was determined that the Committee activity report to the Merit Board may be given by someone other than the Executive Director. *A Committee member, Maureen Parks from the University of Illinois, was designated to provide the Merit Board an update on Committee activities at the next Merit Board Meeting on May 20, 2009.*

6) **System Office Activities**

The Committee was updated on various University System Office activities including:

- *Budget Update*
The Committee was informed of the current agency budget status and the presentation of the FY 2010 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has reserved 2.5% of their FY 2009 budget in response to the poor economic environment.
- *Other Class Plan Activities*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations.

The Committee was informed of the intent to conduct a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Program Administrative Assistant.

The Committee was informed that a proposal would soon be submitted to the change specifications of the upper levels of the Police Series to require a Bachelor degree or further specified experience. It was also mentioned that the System office is exploring a new Oral Board Process and Assessor Training Program for their Police testing.

The Committee was informed that a list of classifications for deletion would be distributed soon for their comments. They were asked to review carefully and offer their input.

The System Office recently received a request from the various testing personnel across the state to modify several aspects of the Etest system. These proposed modifications will be evaluated based on available resources and further communications with this group of testing personnel will be planned.

- *Audit Schedule*

The Committee was informed of the audit schedule for the current fiscal year.

7) **Meeting Schedule**

The next Committee meeting is scheduled for July 31, 2009. The meeting will start at 10 a.m. and will be held at the University System Office in Urbana. The Committee members were encouraged to forward any new agenda items to the System Office.